

POLICY MANUAL

Subject: Nursing Shift Report

Effective Date: 7/3/90

Initiated By: Cinde Stewart
Director of Nursing

Approved By: William C. Anderson
Chief Medical Officer

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12/02 DF, 7/05 JL

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POLICY:

Change of shift report allows off-going staff members to communicate all pertinent patient care information to oncoming staff members, and is conducted in a smooth orderly manner that does not interrupt the flow of patient care or department functioning.

PROCEDURE:

1. The following guidelines should be followed when giving report:
 - A. Update on all patients in the nursing unit, including VS, medications given, new orders, emotional status, new complaints, physician/psychologist visits.
 - B. Brief history on new admissions, including name, age, admission time, drug of choice, last use, any medical problems, orders, current status (VS/complaints/withdrawal/symptoms/meds given), and any incomplete admission items.
 - C. Daily BP and chemstick checks, if abnormal.
 - D. Patients on detox meds, adverse response to medication, with particular attention to active complaints.
 - E. Significant milieu events, event discharges or transfers and major changes in plan of care, including new physician orders.
 - F. Any therapeutically significant patient events.
2. If an admission remains in progress at change of shift, the off-going staff member tells the oncoming nurse in charge what remains to be done.
3. If physicians require assistance during report, the Medical Technician should give this where possible. Shift report information should be shared with staff members as soon as possible.
4. The off-going Medical Assistant should answer phones and assist patients as needed during report time.
5. Change of shift report is to be done away from the patient areas to protect the confidentiality of the patients.